

Changing Headquarters Address

Overview: The service administrator and users approved by the administrator are the only people that can Request a permit.

NOTE: All medical transportation services are required to notify the Division of EMS, Medical Transportation Section before changing their headquarters address. The new headquarters must be inspected prior to moving in.

Steps to Changing Headquarters Address

NOTE: Please refer to the “**MTLS Online System User Manual**” for more detailed instructions on navigating in the system.

Step 1.

Log into the system: <https://services.dps.ohio.gov/EMSMTLS>

Step 2.

- From the system home page, hover over the “Action” area in the “Active / Pending Service Applications(s)” area of the service license you want to update. A pop-up will appear. Click on “Update”

Step 3.

- The service detail page will open.

Step 4.

- Update the physical address information then select “Save and Continue”.

Step 5.

- Select the Confirmation tab.
- Confirm that the information you updated is correct.
- Check the attestation box at the bottom of the page, then select “Save and Continue”

- This will take you to the “Invoice” tab. Confirm the fees are correct, then click “Proceed to Payment”. Invoice must be paid by either credit /debit card or bank account (e-check).